

Nevada State Board of Podiatry

Policy

**Board Expenses:**

1. All Board expenses must be approved through the Treasurer/Secretary and reported to the Executive Director prior to purchase.
  - a. Treasurer/Secretary to sign off on purchases over \$250.00
  - b. Treasurer/Secretary to review and approve employee hours
2. All travel must be approved prior to departure. (Please review travel-per diem policy for additional information)
3. All reimbursements for funds must be Board related and will not be reimbursed unless a receipt is submitted for said expense.
4. The Executive Director may spend up to \$250.00 to purchase supplies for the Board without prior approval, but a receipt of the supplies purchased must be submitted to the Treasurer for review and approval.
5. Board Members may utilize a per diem as listed on the GSA website while on official Board business, but under no circumstances should Board funds be utilized for business lunches unless deemed as essential for the benefit of the Board by the Treasurer and another Board Member.
6. Purchases over \$250.00 will require the approval of the Board before purchased.
7. Purchases that are made with Board funds without the full consent of the Board must be reimbursed.

**Board Equipment**

1. Computers loaned to Board Members and/or employees are to be utilized for Board duties.
2. Computers must be returned in the same condition received with the exception of minor wear and tear from use.
3. No new software is to be installed on Board equipment without the approval of the Board.
4. Equipment owned by the Board must be returned once a Board Member's term is completed or when an employee is no longer employed by the Board.
  - a. Any equipment not returned will require the Board Member and/or employee to reimburse the Board the original sales price of the unreturned equipment.
5. Should any equipment used by an employee or Board Member become damaged the employee and/or Board Member must report the damage as soon as possible.
  - a. If the Board decides that the damage was at the fault of the user and is not covered under warranty then the employee and/or Board Member must reimburse the Board for the cost of the damaged equipment.